

Course Material – ChatGPT

Contents

1. Logging In.....	1
2. Navigating the Chat Interface	2
3. Starting a New Chat.....	4
4. Customizing Settings	5
5. Exploring Features.....	6
7. Upgrading to ChatGPT Plus	9
8. Logging Out.....	10
9. Troubleshooting Common Issues.....	11
10. Getting Help & Support	11
11. Sample Prompts (Used in Session)	11
13. Other Similar tools:	12

1. Logging In

- Visit <https://chat.openai.com>
- Click on **Sign In.**
- Enter your registered email and password.
- Alternatively, use **Google or Microsoft** single sign-on (SSO) if linked.

ChatGPT

Welcome back

Email address*

Continue

Don't have an account? [Sign Up](#)

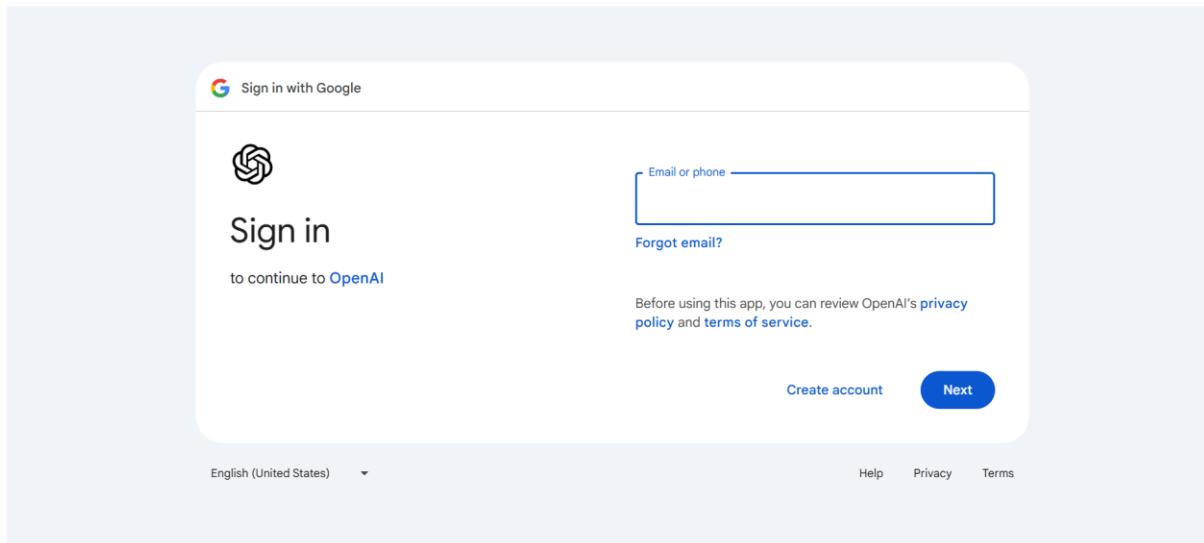
OR

 Continue with phone

 Continue with Google

 Continue with Microsoft Account

 Continue with Apple



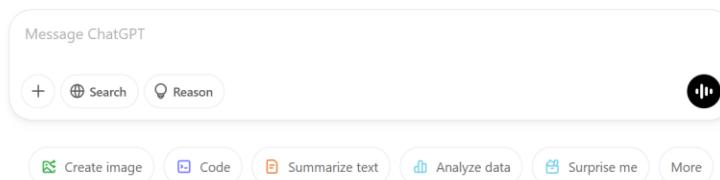
2. Navigating the Chat Interface

- After logging in, you'll see a chat window with a text input box at the bottom.
- Start typing your question or command and press **Enter**.
- ChatGPT responds instantly with an answer.

  ChatGPT 



What can I help with?



ChatGPT can make mistakes. Check important info.



◆ **Prompt:**

"Give me 5 trending news story ideas in India today related to politics, sports, and business."

◆ **Prompt:**

"Summarize today's top international news in 50 words "

 ChatGPT 


What can I help with?

Give me 5 trending news story ideas in India today related to politics, sports, and business.

  Search  Reason

 Create image

 Code

 Summarize text

 Analyze data

 Surprise me

More

ChatGPT can make mistakes. Check important info.


Results

 ChatGPT 
 Share


Give me 5 trending news story ideas in India today related to politics, sports, and business.

Here are five trending news story ideas in India today, encompassing politics, sports, and business:

1. **India's Pursuit to Host the 2036 Olympics**

India has expressed interest in hosting the 2036 Summer Olympics, with Prime Minister Narendra Modi discussing the bid with World Athletics President Sebastian Coe. While Coe is enthusiastic about India's ambition, he cautions that organizing the Olympics is a complex endeavor requiring meticulous planning and sustained political support. This development signifies India's growing prominence in the global sports arena. REUTERS

2. **Decathlon's Expansion in the Indian Market**

Message ChatGPT

  Search 

ChatGPT can make mistakes. Check important info.

 ChatGPT 
 Share


84 days ago

 Le Monde.fr

[Decathlon, the French company that has conquered India](#)

110 days ago



[Can India start winning trophies to match all their money and power?](#)

Yesterday


 Sources 

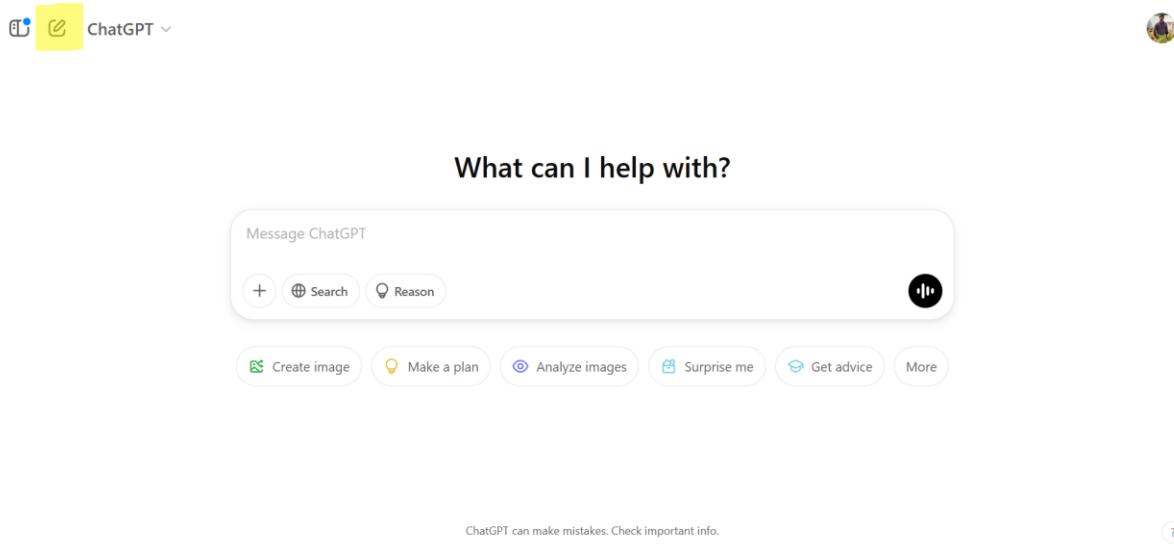

Message ChatGPT

  Search 


You can copy, like, dislike, voice over, edit in canva & regenerate (highlighted)

3. Starting a New Chat

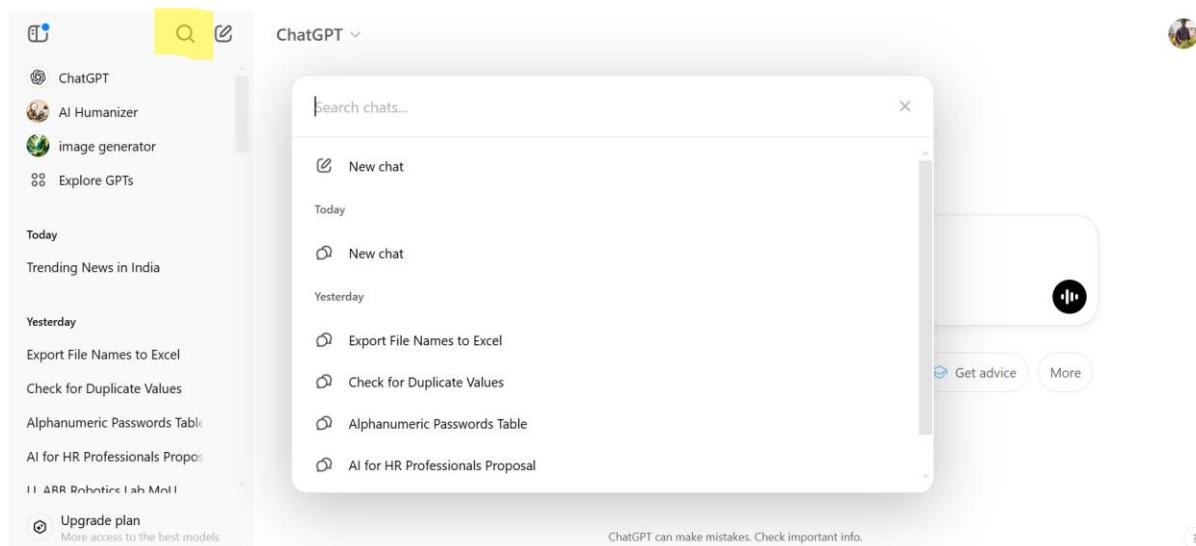
- Click on **New Chat** on the left sidebar to begin a fresh conversation.
- Previous conversations are saved automatically and can be accessed anytime.



Starting a New Chat (Highlighted)

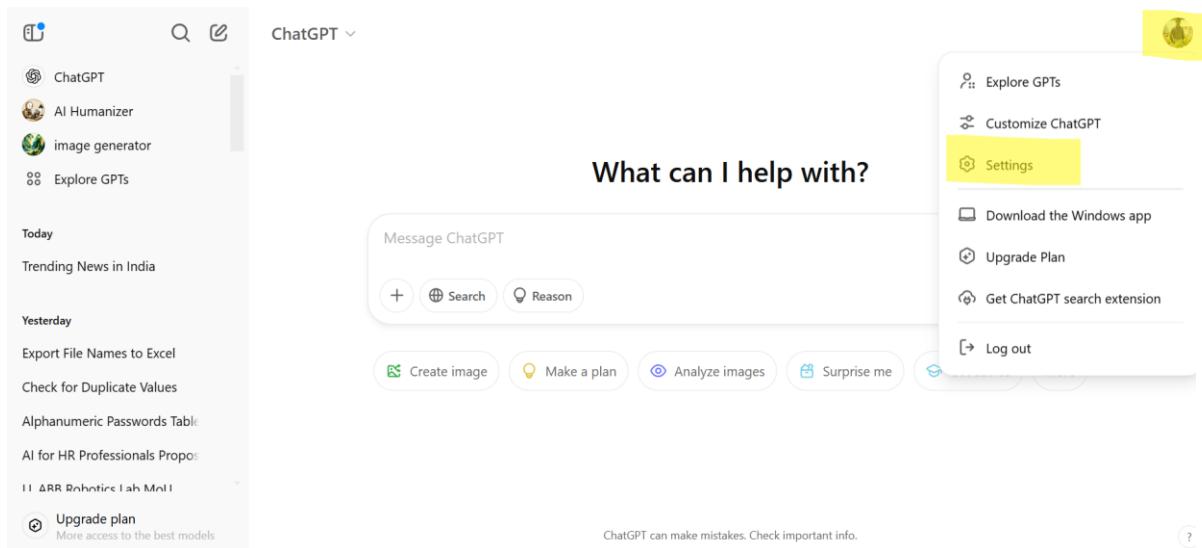
This screenshot shows the ChatGPT interface with the sidebar library expanded. The sidebar lists recent activities and trending news. The main interface is identical to the previous screenshot, featuring the "What can I help with?" input field and various interaction buttons. A note at the bottom says "ChatGPT can make mistakes. Check important info." and a question mark icon.

Exploring the Previous Library

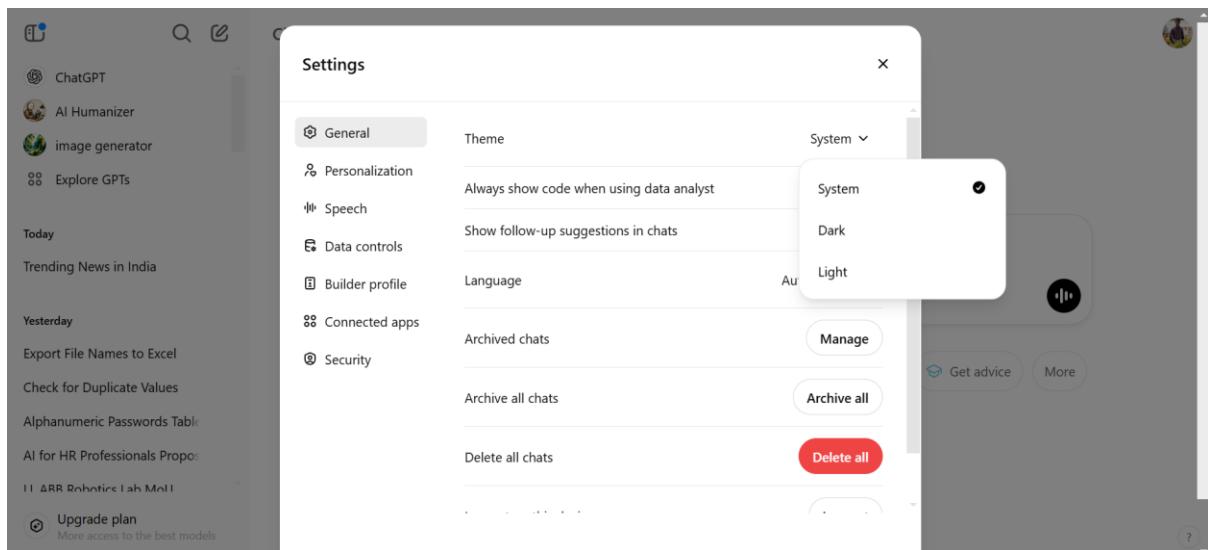


4. Customizing Settings

- Click on your **Profile Icon** (top-right corner) and select **Settings**.
- Adjust preferences such as **theme (light/dark)**, **data sharing**, and **language settings**.
- You can enable or disable **chat history**.



Click on the Profile image to get into the Option Menu -> **Click Settings**

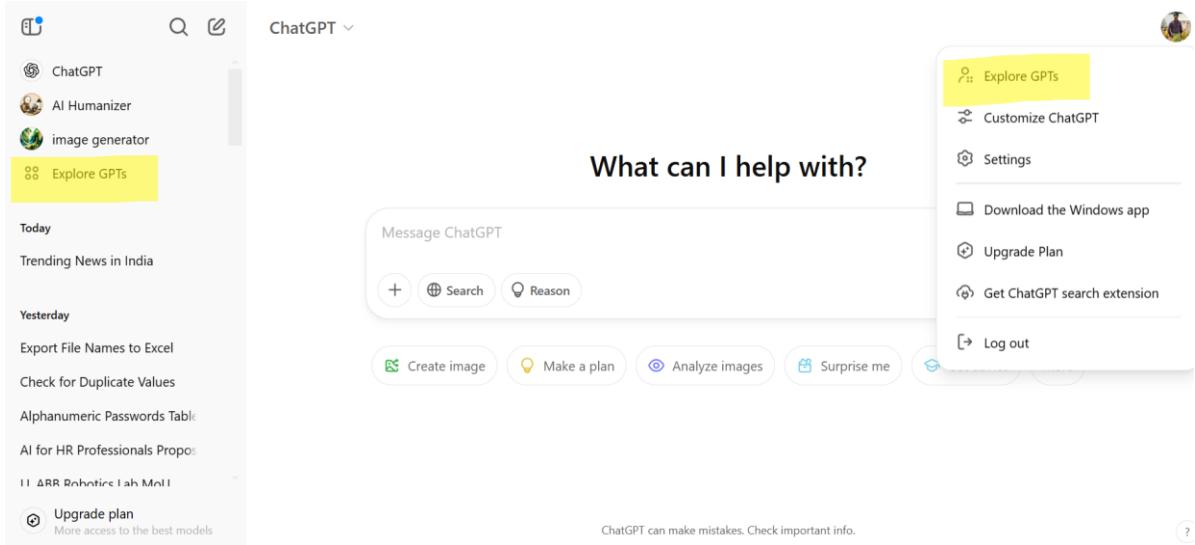


Theme Changes

5. Exploring Features

a. Using Different Modes

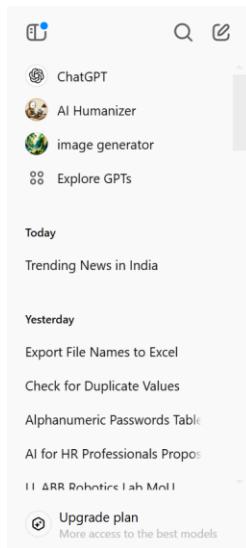
- Standard Mode: Default AI response.
- Code Interpreter (if enabled): Helps with calculations, data analysis, and programming.
- Image Generation: Available if using DALL-E for generating images.



What can I help with?

ChatGPT can make mistakes. Check important info.

Explore GPTS



GPTs

Discover and create custom versions of ChatGPT that combine instructions, extra knowledge, and any combination of skills.

Search GPTs

Top Picks Writing Productivity Research & Analysis Education Lifestyle Programming

Featured

Curated top picks from this week



AI Video Maker by Descript

Turn your ideas into videos with text-to-speech and AI visuals.
By descript.com



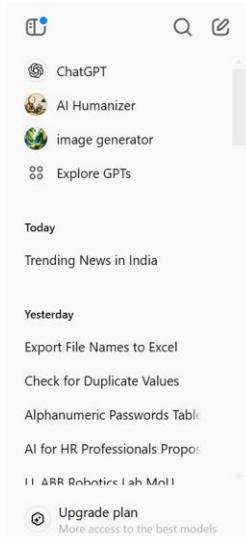
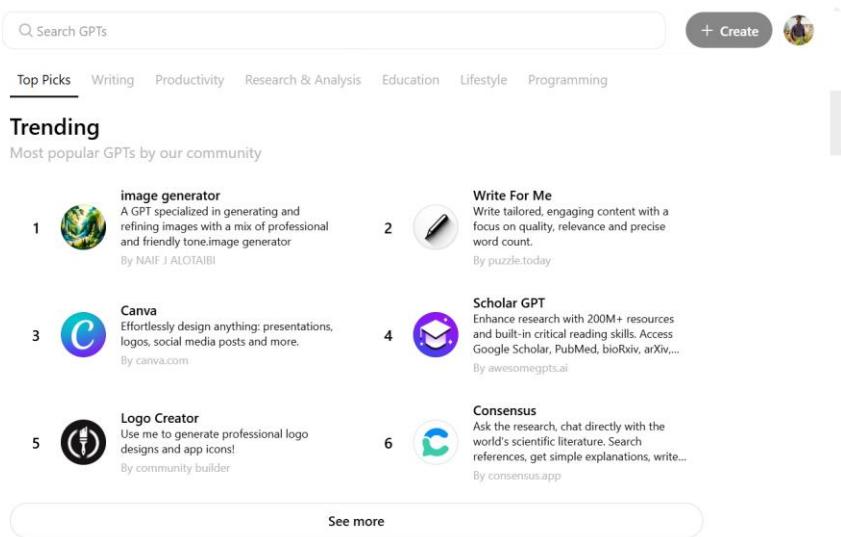
Mermaid Chart:

diagrams and charts

Official GPT from the Mermaid team. Generate a Mermaid diagram or chart with text including...

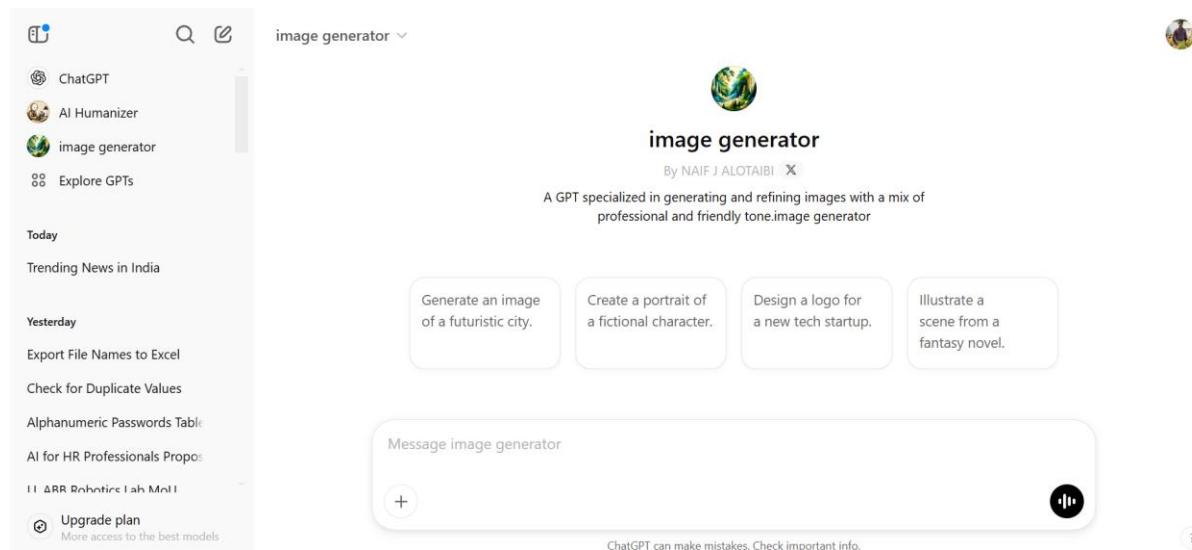
By mermaidchart.com

On clicking Explore

Rank	Extension	Description	Creator
1	image generator	A GPT specialized in generating and refining images with a mix of professional and friendly tone.image generator	By NAIF J ALOTAIBI
2	Write For Me	Write tailored, engaging content with a focus on quality, relevance and precise word count.	By puzzle.today
3	Canva	Effortlessly design anything: presentations, logos, social media posts and more.	By canva.com
4	Scholar GPT	Enhance research with 200M+ resources and built-in critical reading skills. Access Google Scholar, PubMed, bioRxiv, arXiv,...	By awesomegpts.ai
5	Logo Creator	Use me to generate professional logo designs and app icons!	By community builder
6	Consensus	Ask the research, chat directly with the world's scientific literature. Search references, get simple explanations, write...	By consensus.app

Some of the ChatGPT Extensions



b. Uploading and Analyzing Files

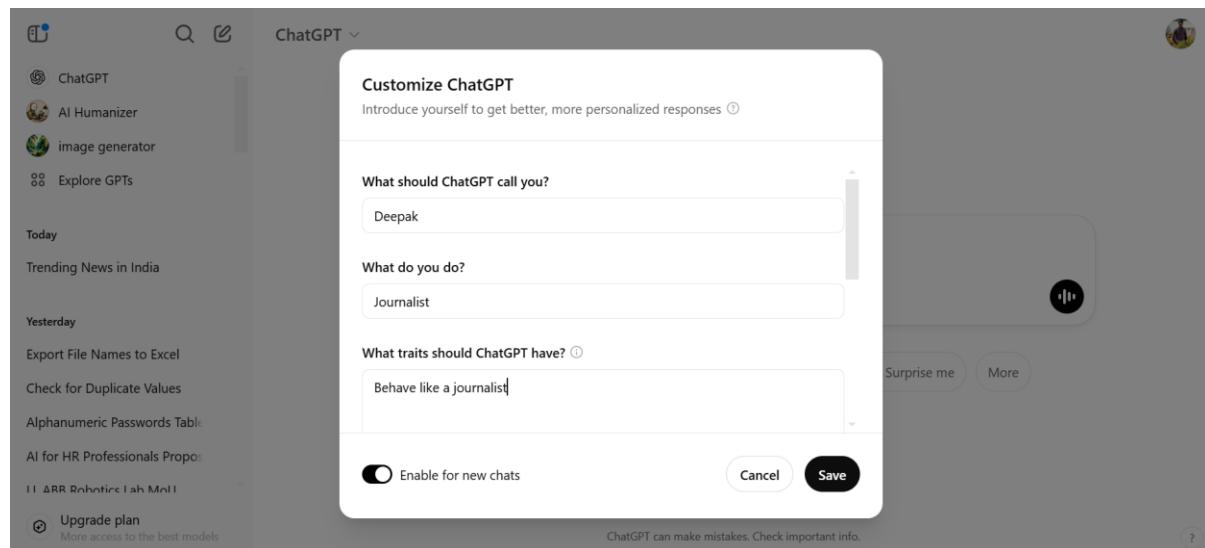
- If file upload is available, you can upload documents, spreadsheets, and images for analysis.
- Drag and drop files directly into the chat box or click the **Upload** button.

c. Plugins & Extensions

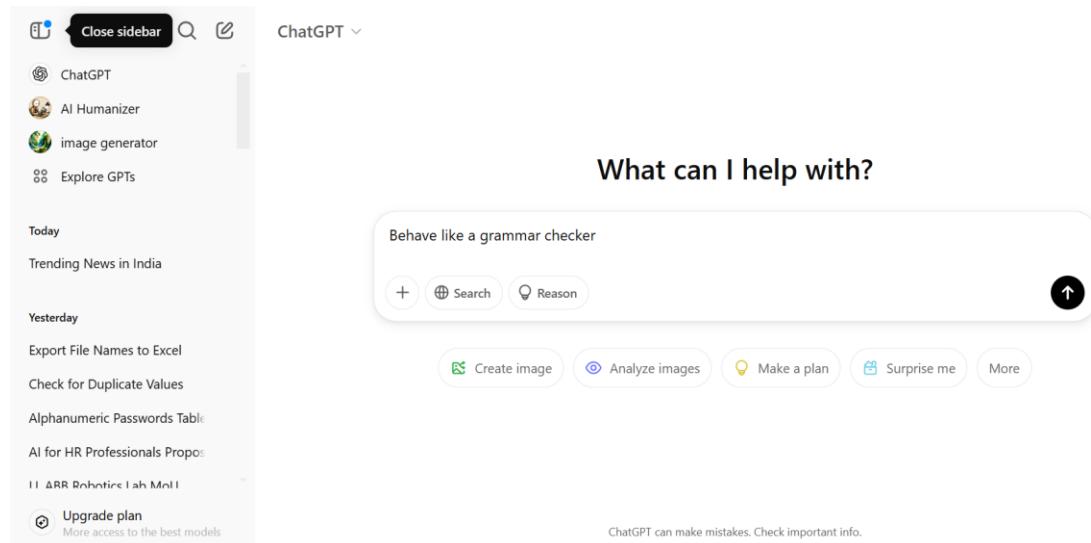
- If using ChatGPT Plus, access **third-party plugins** for additional functionality.
- Plugins include browsing, database tools, and productivity apps.

6. Managing Conversations

- To delete or rename a conversation, click on the chat in the sidebar and select **options**.
- Conversations are automatically saved unless history is turned off.

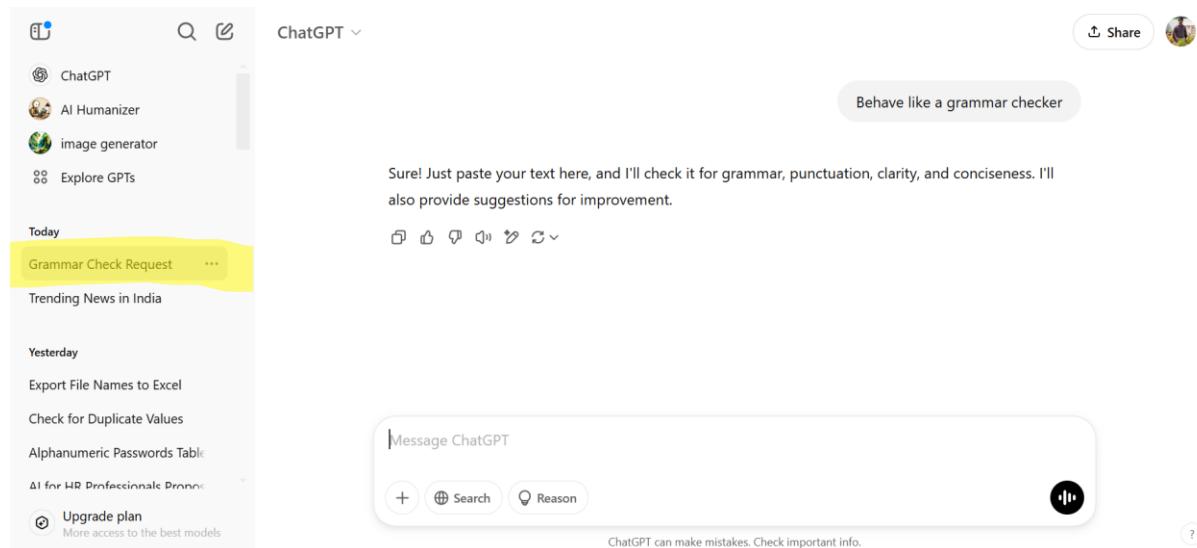


Customize ChatGPT as Journalist



The screenshot shows the ChatGPT interface. On the left, a sidebar lists various AI tools: ChatGPT, AI Humanizer, image generator, Explore GPTs, Trending News in India, Export File Names to Excel, Check for Duplicate Values, Alphanumeric Passwords Table, AI for HR Professionals Propos, and Upgrade plan. The 'Upgrade plan' item is highlighted with a yellow box. The main area has a title 'What can I help with?' and a search bar with the placeholder 'Behave like a grammar checker'. Below the search bar are buttons for '+', 'Search', and 'Reason'. At the bottom of the main area are buttons for 'Create image', 'Analyze images', 'Make a plan', 'Surprise me', and 'More'. A note at the bottom says 'ChatGPT can make mistakes. Check important info.' and a question mark icon.

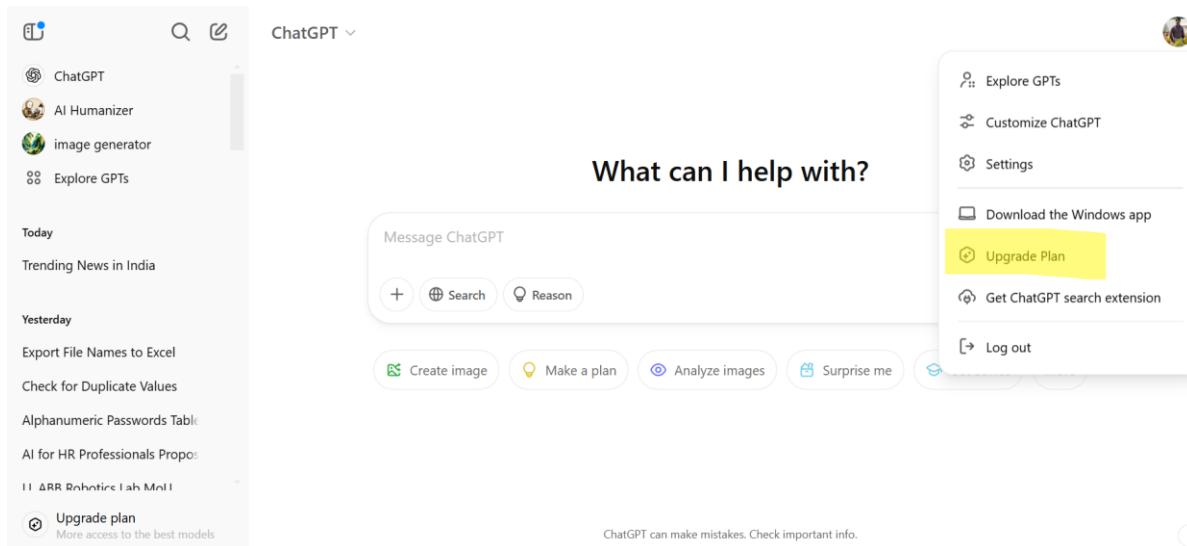
Customize chat and use It for future use



The screenshot shows the ChatGPT interface with a customized message. The sidebar remains the same, but the main area now displays a message from ChatGPT: 'Behave like a grammar checker'. The message continues: 'Sure! Just paste your text here, and I'll check it for grammar, punctuation, clarity, and conciseness. I'll also provide suggestions for improvement.' Below the message are icons for text, image, video, audio, and file attachments. The message input field is labeled 'Message ChatGPT'. At the bottom of the main area is a note: 'ChatGPT can make mistakes. Check important info.' and a question mark icon.

7. Upgrading to ChatGPT Plus

- Click on **Upgrade to Plus** in the left sidebar.
- Benefits include **faster responses, priority access during high demand, and advanced models.**



What can I help with?

Message ChatGPT

+ Search Reason

Create image Make a plan Analyze images Surprise me

ChatGPT can make mistakes. Check important info.

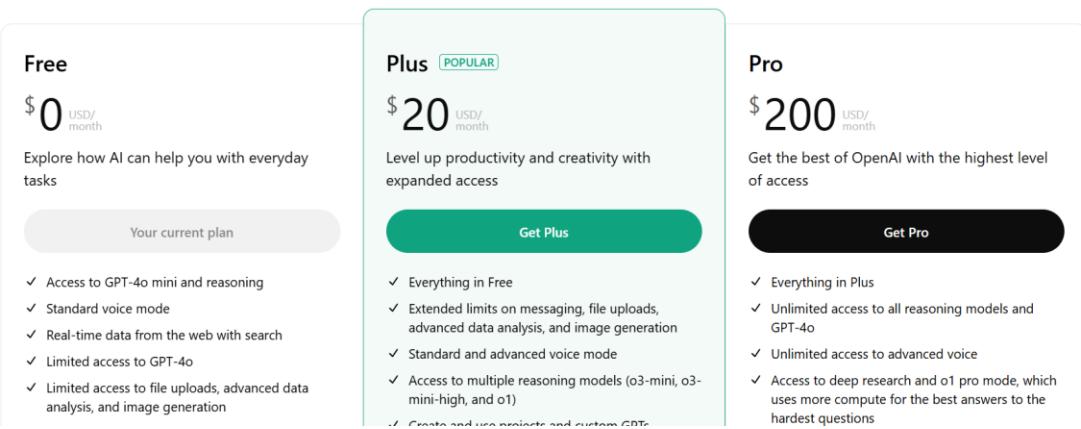
Explore GPTs Customize ChatGPT Settings

Download the Windows app Upgrade Plan Get ChatGPT search extension Log out

Logout

Upgrade your plan

Personal Business

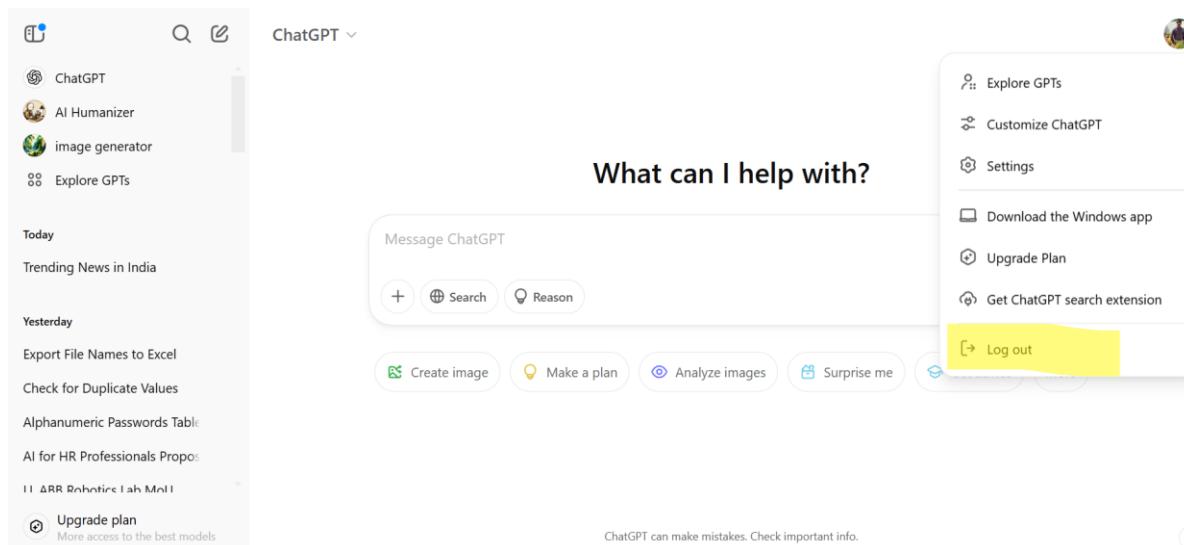


Plan	Price	Features	Action
Free	\$0 USD/month	Explore how AI can help you with everyday tasks ✓ Access to GPT-4o mini and reasoning ✓ Standard voice mode ✓ Real-time data from the web with search ✓ Limited access to GPT-4o ✓ Limited access to file uploads, advanced data analysis, and image generation	Your current plan
Plus <small>POPULAR</small>	\$20 USD/month	Level up productivity and creativity with expanded access ✓ Everything in Free ✓ Extended limits on messaging, file uploads, advanced data analysis, and image generation ✓ Standard and advanced voice mode ✓ Access to multiple reasoning models (o3-mini, o3-mini-high, and o1)	Get Plus
Pro	\$200 USD/month	Get the best of OpenAI with the highest level of access ✓ Everything in Plus ✓ Unlimited access to all reasoning models and GPT-4o ✓ Unlimited access to advanced voice ✓ Access to deep research and o1 pro mode, which uses more compute for the best answers to the hardest questions	Get Pro

Plans Available

8. Logging Out

- Click on your **Profile Icon**.
- Select **Log Out** to exit your account securely.



9. Troubleshooting Common Issues

- **Forgot Password?** Click **Forgot Password** on the login page and follow instructions.
- **ChatGPT Not Responding?** Refresh the page or check OpenAI's status page.
- **Feature Missing?** Ensure you are using the latest version of ChatGPT.

10. Getting Help & Support

- Visit OpenAI's [Help Center](#)
- Contact support via the ChatGPT interface if available.

11. Sample Prompts (Used in Session)

- Give a dataset for how many people are getting affected by cancer for the past 10 years across different countries Also survival and mortality count with ratio
- Predict the price of gold for coming few months based on current trend plot in form of graph
- Sales of iPhone and Samsung phones in 2024 plot in graph
- How many passengers are travelling in metro train in India for the last 10 years. Plot a graph statewise or major cities
- Food wastage across the globe status show it in pictographic manner
- Proposal for New magazine about Technology to the Chief Editor
- Programme to predict sales of newspaper for the year 2025 based on previous year data
- Programme and Google Colab if required
- Create PPT Slides - How to publish research articles on Mass communication
- Create a portfolio website with HTML, CSS and JS for a journalist. It should be an appealing one. Add CSS, JS in the same file and also add images from the net as stock images

13. Other Similar tools:

1. Microsoft Copilot - <https://copilot.microsoft.com/>
2. Meta - <https://www.meta.ai/>
3. Deep Seek - <https://chat.deepseek.com/>

And More